

DD/A 79-0990/1

27 March 1979

MEMORANDUM FOR: Acting Director of Training

25X1 FROM: [REDACTED]  
Executive Officer/DDA

SUBJECT: 1979 DDA Office Directors' Conference  
5-7 April

25X1 1. The DDA Office Directors' Conference will take place [REDACTED] 5-7 April 1979. This memorandum requests that the following arrangements be made by OTR. In general, we will adhere to the same type of schedule as last year. There will be 14 attendees.

25X1 a. Ground transportation should be provided for participants to and from Headquarters Building and [REDACTED]

25X1 b. [REDACTED] first with passengers Wortman, Bohrer, Gambino, McDonald, Smith, [REDACTED] and [REDACTED]

25X1 [REDACTED] will follow with passengers May, Fitzwater, [REDACTED] Sherman, Johnson, [REDACTED]

25X1 c. Accommodations: Conferees will be billeted [REDACTED] with the following exceptions:

25X1 d. Expenses: [REDACTED] special charges will be apportioned equitably among the 14 participants. It is requested that a bill be forwarded to the undersigned who will be responsible for the collection and forwarding of the total payment [REDACTED]

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25X1

[REDACTED]

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K1 e. Dining: Dinner on Friday evening, 6 April  
to be at the Club. Add [ ] to the list for  
dinner. All other meals will be at [ ] and  
on Friday [ ] will join the group for lunch.

25X1  
25X1

K1 2. Attached is a copy of the billeting arrangements  
[ ]

25X1

Attachment

EO/DDA;se;27 March 1979

Distribution:

2-AD/OTR  
1-DDA Chrono  
✓ 1-DDA Subject  
1-RFZ Chrono

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1979 OFFICE DIRECTORS' CONFERENCE

5 APRIL

1530 Depart Headquarters

AT

AT 1700-1800 Social Hour

AT 1815 Dinner at

2000-2100 Conference Introduction and DDA EEO  
Posture

Mr. Wortman

6 APRIL

0700-0830 Breakfast

0900-1030 State of the Office

Each Office Director  
(10 min ea)

1040-1045 Break

1045-1200 NAPA Report  
Conclusions and Recommendations

Mr. Fitzwater

AT 1200-1330 Lunch  will join group.)

1330-1430 Civil Service Reform Act  
Implications for CIA

STAT

1430-1445 Break

1445-1600 Career Subgroups  
Basic Policy - Office Differences

STAT

1600-1800 Free Time

1800-1930 Dinner at Club  will join group.)

STAT

1930-2030 Community Budget and Resources

STAT

2030-2045 Break

2045-2130 Orientation Courses  
OTR Sponsored; Need for DDA Program?

STAT

7 APRIL

0700-0830 Breakfast

0830-0930 Long Range Planning in DDA - Do we?  
Should we? How?

STAT

0930-0945 Break

0915-1045 Security Task Force Survey  
Recommendations and impact on resources  
and interests of DDA. Security education;  
security officers or designees and training  
of designees

Mr. Gambino

1045-1100 Break

1100-1145 Shotgun Topics

- a) DDA one hour session w/Office Directors -  
worthwhile?
- b) APP - use and value
- c) "DDA EXCHANGE" Use? Continue?
- d) Motivation of people in view of reduced  
resources and change in overseas environment.

1145-1200 Wrap Up

1200-1300 Lunch

1330 Depart

1400

GULFSTREAM

Mr. Wortman

Dr. Bohrer

Mr. Gambino

Mr. McDonald

Mr. Smith

AT

[Redacted Box]

BEECHCRAFT

Mr. May

Mr. Fitzwater

[Redacted Box]

Mr. Sherman

Mr. Johnson

STAT

[Redacted Box]

STAT



*From the desk of*

DON WORTMAN

3/28

Danny May



I don't  
understand and  
this but --  
Don